POLICY ON THE RECORDING OF TEACHING ACTIVITIES AND OTHER USES OF PANOPTO

1.   **OVERVIEW AND PURPOSE**

1.1   The policy sets out the reasons why the use of recording software is valuable in a University setting and strives to ensure consistency of approach across the University in relation to recording, storing, and sharing of academic and other recorded material related to University business.

1.2   The policy outlines the University's expectations in relation to the use of Panopto for recording and viewing content, and details what should be considered when deciding whether or not to make use of the software for different purposes. It provides clarity on the rights and responsibilities of the University, its staff and students and any other participants in recorded teaching activities and other recorded material.

1.3   This policy also aims to ensure that recording and viewing activities include due regard for data protection legislation and any other relevant legal or regulatory requirements.

2.   **SCOPE**

2.1   This policy applies to use of Panopto for recording at the University, for example, the recording of lectures, seminars and other teaching activities, academic meetings, and non-academic activities.

2.2   Panopto is an audio-visual system designed to record and produce educational and other material easily, which is then available for students or others to review. The Panopto system is accessible to all members of the University and can be used by staff and students to make and share recorded activities.

2.3   Panopto is the University's preferred platform for the recording of teaching activities and other audio / visual recording. However, other platforms, software and devices may be used for recording purposes but any such recordings must also comply with this policy.

2.4   This policy does not relate to teaching material specifically prepared for use in Online Distance Learning.

2.5   This policy applies to all staff and others using Panopto to record material for use at the University or to watch material via Panopto, either remunerated or not, including:

- Senior managers, officers, and directors;
- Employees (whether permanent, fixed-term, temporary, or casual);
- Contract, seconded, and agency staff;
- Volunteers, apprentices, and interns; and
- Students.

3.   **RESPONSIBILITIES**

3.1   **All users**

 3.1.1 All users of Panopto or other recording platforms and software must adhere to this policy in relation to the recording, use and storage of recorded teaching activities and other recorded material.

 3.1.2 All users are required to adhere to copyright and other legal requirements. Teaching activities should not contain any unattributed copyright materials. Copyright material should only be used and recorded if licenced or with the appropriate authority of the copyright holder.

3.2   **Staff**

 3.2.1 Relevant staff in each School will ensure that information about this Policy is provided to students in relevant Course or Module handbooks.

 3.2.2 Technical (audio visual) support in the use of Panopto and associated recordings will be provided by IT Services.

 3.2.3 Technology Enhanced Learning will provide guidance and training in the use of Panopto.

3.3   **Students**

 3.3.1 A student may only use the recording of teaching activities and other recordings for the purpose of their own personal study. The student must destroy any copy of the recording they hold once this purpose has been met.

4.   **POLICY**

4.1   **Panopto and recordings at the University**

 4.1.1 The University considers that it is valuable to have the ability to record teaching activities and other material to be accessed by students and staff. It is the University's intention to take a proactive and inclusive approach by making recorded content widely available as common practice rather than only to individuals on an ad-hoc basis to meet specific needs.

 4.1.2 Use of a standard recording software makes it easier to manage training centrally, in terms of both use of Panopto itself and using Panopto as a University-wide training solution. It also ensures consistency of look and feel, makes content easier to access, and provides the opportunity for wider use of recording facilities.

 4.1.3 The use of Panopto to record teaching activities and other material (whether video or audio recording) has the following benefits:

  • It enhances student learning and the educational experience by providing material that students can easily revisit and review at their own pace, in any location and

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from any device. It is a useful aid to revision and a helpful support to those for whom English is not a first language;

- It supports our compliance with accessibility requirements. All material is screen reader enabled, supports full keyboard navigability and has variable speed playback. It provides for video captioning through Automatic Speech Recognition. Recorded teaching activities support students with learning disabilities who are able to review topics at their own pace;
- It includes accessibility features that allow users to navigate materials easily and to search and view content, including 'chaptering' and search options that make it easy for students to find material they wish to revisit;
- It improves the teaching experience through an easy to use, single audio-video platform for all teaching activities. It facilitates active learning activities and development of new styles of teaching;
- The technology has live streaming capabilities and in built integration with existing systems such as Canvas;
- It enables students to generate content to be produced and submitted through the VLE; and
- It provides analytics on the use of recorded material that can support the University in understanding student engagement.

4.1.4   The recording of teaching activities is to supplement and enhance the student's learning experience and should not, other than in very exceptional circumstances, be a replacement for lecture attendance or other contact hours.

4.1.5   Recordings of teaching activities will not be used to cover University staff exercising their legal right to take industrial action, without the staff member's consent.

4.1.6   With the exception of content that has been legally obtained from sources outside of the University, the University owns the intellectual property in the content of lectures and other teaching activities and is the owner of the intellectual property in any recordings made by it or on its behalf.

4.2   Considerations in relation to recording

4.2.1   The University aims to provide a recording of every lecture and other relevant teaching and learning activities, as far as is possible and appropriate, in support of a consistent and inclusive student learning experience. Therefore, staff are strongly encouraged to record teaching activities and to make captions available on all recordings.

4.2.2   However, there are circumstances where all or part of a teaching activity might not be recorded or where the recording could be temporarily paused, for instance where:

- The predominant mode of the session (e.g. a seminar) is interactive, and the level of discussion in the room would render a recording ineffective;
- There are exceptional legal, ethical or privacy concerns, or issues of commercial sensitivity, which require further advice to be sought (e.g. from the data protection officer);
- A student and staff member raises exceptional, personal reasons that make it inappropriate for the teaching activity to be recorded.

3.   When staff video record teaching activities, they should advise students that sit near the front of the teaching room that they may be captured in the video recording.

4.   The recording of lectures or any other teaching activity by individuals other than the academic (save for as provided in section 4.3), is not permitted without the explicit prior consent of the lecturer and other individuals involved, i.e. individuals that could be identified from the recording. This includes lectures, talks or presentations from guest speakers and honorary lecturers who must confirm their explicit consent prior to being recorded.

5.   The recording of any non-academic event is only permitted with the explicit, prior consent of any individual(s) involved in the event, i.e. individuals that can be identified from the recording.

6.   Consent for the purposes of paragraphs 4.2.4, 4.2.5 and 4.3.2 can be captured in the recording itself or using the appropriate consent form published by the University.

4.3 Reasonable adjustments

4.3.1   In cases where teaching materials are not routinely recorded, students with a disability and an agreed learning plan have the right to record any lecture or teaching and learning activity. Lecturers should allow the recording of lectures unless recording will result in the infringement of data protection, copyright or intellectual property rights, or will involve sensitive clinical or commercial information.

4.3.2   The recording of other teaching activities (such as small group teaching and seminars) is only permitted where there would not be such an infringement and where it is with the explicit prior consent of academic staff and individuals involved, i.e. any individual that could be identified from the recording.

4.3.3   Where such consent is not granted, academic staff must implement reasonable adjustments for any disabled student in order to ensure equal access to the information covered in the teaching activity.

4.   Recordings made by students under paragraph 4.3.1 and 4.3.2 are subject to the same constraints on use and distribution as recordings made by, or on behalf of, the University.

4.4 Use of recorded material

4.4.1   The University will provide recordings of lectures and other teaching activities to students on the module / course to which the activity relates and to staff associated with the module / course. Staff can also share their Panopto recordings with specific people and groups.

4.4.2   Recordings will be made available in both streamable and downloadable formats.

4.4.3   Once a recording has been completed it will automatically be published, typically in less than 24 hours, and become available to relevant individuals.

4.4.4 The University retains the right to withdraw a recording at any time. This may be where the recording is made or used in breach of this policy or where, for example, there is a concern about an infringement of copyright or data protection, or disclosure of commercially sensitive information.

4.4.5 Staff and students may only use recordings for the purpose for which the recording was made, usually to support teaching and learning and for the purpose of personal study. Recordings must not be reproduced or distributed to any third party and must not be made available on any external website or social media channel.

4.4.6 Staff and students may only modify, publish or share recordings with the permission of the relevant academic and School, and of any other participants in the recording.

4.4.7 Recordings will not be used for evaluating teaching performance but can be used as evidence within an investigation, for example, in the context of a staff or student disciplinary investigation.

4.5 Storage and retention of recorded material

4.5.1 All recordings are stored securely by Panopto and the University and in accordance with the University's Data Protection Policy and Information Security Policy.

4.5.2 Recordings of teaching activities will be retained and available to relevant students and staff until one year after the relevant cohort would be expected to complete the programme and then archived. Recordings will be archived for 2 years and then deleted.

4.5.3 Recordings of non-teaching activities should only be retained for as long as is necessary for the purpose for which the material was recorded and then deleted.

4.6 Breach of policy

4.6.1 Where there is a wilful breach of this policy, or gross negligence causing a breach of the policy, the matter may be considered under the University's disciplinary procedure under Regulation 2 (students) or Regulation 31 (staff). In particular, the modification, publication or distribution of recordings without appropriate permission may be investigated under such procedures.

Review / Contacts / References	
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